



Artwork Inventory Instructions

Dear Participants,

We are excited to promote and sell your artwork over the holiday sale. Please follow the directions carefully as you inventory your artwork.

Inventory Due: Tuesday, **November 29th** by 9pm via email to info@raincityclay.com

Filling Out Your Inventory:

Open the document in Microsoft Excel or import it into Google Drive Sheets. When filling out your inventory we need three things. Only add information into the columns highlighted bright **yellow**.

1. Item Name

Please use your initials (first, middle, last) then _ the 001 EXAMPLE = dms_001, dms_002, dms_003 Use all lower case please

2. Form Category

Please only use categories descriptors from the bold words listed below.

Use lowercase letters only please > this matters. EXAMPLE = spoon or cup

bottle = bottle, decanter

bowl = tiny to large bowls, colander cake stand

cup = mug, tumbler, goblet, shot glass, coffee cup, tea bowl

jar = covered jar, lidded jar, butter dish, honey jar

jewelry = pin, earring, necklace, bead

misc = Anything that does not fit in these categories

ornament = Holiday ornament

pitcher = large to creamer sized

plate = saucer, tiny to large plats or trays, platters

pourover

teapot = teapot, ewer, cruet

spoon = utensil, spoon, scoop

sculpture = non-functional

vase = small vase, large vase

3. Price

Please use only whole number prices

DO NOT add a \$ sign

Add only numbers

EXAMPLE = 75

4. Save & Send: Once you have filled in your inventory, edit it carefully, & save your excel document. You will not be able to make changes. NAME of DOCUMENT = Your Name Plus Holiday Inv 2022 = DebSchwartzkopfHolidayInv2022
Send your inventory to info@raincityclay.com.